


Department of the Army
First Region (ROTC)
United States Army Cadet Command
Fort Bragg North Carolina 28310-5000

FRMOI 37-2
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Financial Administration

GOVERNMENT TRAVEL CARD PROGRAM

FOR THE COMMANDER:



KERRY R. PARKER
COL, AD
Chief of Staff

PROPONENT: The proponent of this publication is Administrative Services Branch, Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PAA, Fort Bragg, North Carolina 28310-5000.

SUPPRESSION: This FRMOI supersedes FRMOI 37-2, 1 Feb 01.

APPENDIX A: Statement of Understanding (page 7)
B: Government Travel Card Handout (page 8)
C: Delinquent Account Letters (page 9)
D: Government Travel Card Briefing (page 13)

DISTRIBUTION: A; D; S
Distribution codes used are explained in FRMOI 25-1.

This document is available on the First Region (ROTC) Web site at:
www.rotc1.bragg.army.mil

1. Purpose. This FRMOI provides policy, procedures, guidance, and a briefing pertaining to the Government Travel Card Program.
2. Objective. The Government Travel Card Program is a government initiative to increase efficiency in official Temporary Duty Travel (TDY) administration; decrease the cost of the government travel program; and to reduce the use of personal funds for official TDY travel.

3. References.

- a. DoD 7000.14-R, Volume 9, Chapter 3.
- b. TRADOC Reg 37-3

4. General.

a. Department of Army (DA) has directed the **MANDATORY** use of the Government Travel Card by DA personnel to pay for all costs incidental to **official TDY travel**, including lodging, transportation, rental cars, meals, and other allowable reimbursable expenses.

b. The following personnel have been exempted from the mandatory use of the Government Travel Card. Travel orders will indicate the traveler does not have a Government Travel Card.

(1) Personnel who are determined to be infrequent travelers. An infrequent traveler is one who travels two or less times per year.

(2) Personnel who have had their card deactivated because of lack of use in the previous twelve months. These cards may be reactivated by contacting the First Region (ROTC) Government Travel Card Coordinator, (910) 396-7258/7309.

(3) Personnel who have an application pending for the Government Travel Card.

(4) New appointees.

(5) ROTC cadets prior to reporting to their first permanent duty station. Newly commissioned 2LT's are not authorized Government Travel Cards until reporting to their first permanent duty assignment.

(6) Personnel who have been denied a Government Travel Card or whose travel card has been canceled or suspended for financial irresponsibility or other specific reasons.

(7) Personnel traveling to or in a foreign country where the political, financial or communications infrastructure does not support the use of the Government Travel Card.

(8) Personnel employed on a temporary or intermittent basis or appointment.

(9) School hired employees, contractor hired personnel, SAIs and DAIs. These individuals are not authorized issuance of the Government Travel Card.

c. The Government Travel Card Program is intended to facilitate and standardize the use by DA travelers of a safe, effective, convenient, commercially available method to pay expenses incident to official TDY travel to include cash advances.

d. The Government Travel Card **MUST** be used in conjunction with **OFFICIAL TDY** travel. The card may not be used for personal travel or other personal expenses. Failure to use the card for OFFICIAL TDY travel or unauthorized use of the card could result in disciplinary or adverse personnel action.

e. The Government Travel Card is used in order to improve DA cash management, reduce DA and traveler administrative burdens and provide better service to DA travelers.

5. Eligibility. All active duty soldiers and DA civilian employees permanently assigned to First Region (ROTC) unless exempted by paragraph 4b.

a. Application is accomplished by completing the contractor provided application form (DoD TC App) and a FR Form 150, accepting the conditions specified on the Government Travel Card Application & Agreement. Forward completed forms to First Region (ROTC), ATTN: ATOA-PAA. Application forms are available on the First Region (ROTC) Web site at:

www.rotc1.bragg.army.mil/PUBS&FORMS/FORMS.htm

b. Commanders and supervisors may refuse to issue the card to personnel who are unlikely or incapable of meeting their financial obligations under this program. Card denials will be in writing with a copy provided to the applicant and First Region (ROTC), ATTN: ATOA-PAA. Card denials will be reviewed annually. Travel orders of personnel who have been denied a card will indicate that the traveler has not been issued a Government Travel Card.

6. Responsibilities.

a. Headquarters, First Region (ROTC), Administrative Services Branch, Personnel and Administration Division, will provide program direction and coordination.

b. Supervisors will ensure that all eligible personnel are aware of the Government Travel Card Program and that they are briefed annually in accordance with paragraph 7b.

c. Travel cardholders are responsible for the following:

(1) Complying with the provisions of this directive.

(2) Using the travel card to pay for costs incidental to **OFFICIAL TDY** travel.

(3) Using the ATM feature to obtain required travel advances for out-of-pocket expenses where the cost cannot be charged against the card. Travel advances using the ATM withdrawal will not be earlier than three days prior to the start of travel or later than the completion date of travel. ATM advances should never exceed the authorized travel advance .

(4) Payment in full upon receipt of the monthly bill from the card contractor of the undisputed amounts invoiced. Any disputed amounts should be addressed with the card contractor using the telephone number on the reverse of the card.

(5) Notifying the contractor in the event the card is lost or stolen. The telephone number is on the back of the card.

(6) Notifying the contractor of change of address for billing purposes. The telephone number is on the back of the card.

(7) Advising First Region (ROTC) Administrative Services Branch prior to permanently departing this region by calling (910) 396-7258/7309, or by e-mail a-paa@rotc1.bragg.army.mil.

7. Policy.

a. Supervisory personnel will provide a copy of the Government Travel Card Program Handout at Appendix B to all military and DoD civilian employees upon assignment and during the annual Government Travel Card briefing.

b. Supervisory personnel will ensure that all military and DoD civilian personnel are briefed on the Government Travel Card Program. An annual briefing of all cadre will be conducted in May prior to the departure of cadre to summer camps. Newly assigned personnel will be briefed during initial in-processing. After the briefing, FR Form 150 will be completed and forwarded to First Region (ROTC), ATTN: ATOA-PAA. A Power Point version of the briefing is available on the First Region (ROTC) Web site at:

www.rotc1.bragg.army.mil/PUBS&FORMS/FRMOI.htm

c. Supervisors will advise First Region (ROTC), ATTN: ATOA-PAA, of personnel who are permanently separating (PCS, ETS, retirement, resignation, etc.) from this region.

8. Travel Order Remarks. Travel orders will:

a. Include the following statement notifying travelers of the requirements of the Travel and Transportation Reform Act (TTRA). "The Travel and Transportation Reform Act of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for cost incident to official TDY travel."

b. Indicate whether the traveler is (or is not) a government travel card cardholder.

c. Indicate that government travel cardholders shall obtain cash, as authorized, through automated teller machines (ATMs) rather than obtaining cash advance from DoD disbursing officer.

d. Indicate if travel is to a location where there is limited acceptance of the Government Travel Card. Process travel advance through electronic fund transfer (EFT).

9. Procedures.

a. During initial in-processing, DoD personnel will be provided a Government Travel Card Program briefing, a copy of the Government Travel Card Handout, and application forms. Application forms will be completed and forwarded through their commander to Headquarters, First Region (ROTC), ATTN: ATOA-PAA.

b. The application will be certified by the First Region (ROTC) Program Coordinator and forwarded to the contractor. The applicant should receive the Travel Card within 21 days of submission by First Region (ROTC).

c. DA has directed that the data base of cardholders will be reviewed and those individuals determined not to be frequent travelers will have their cards deactivated. Travel Cards issued to personnel which have not been used in the previous twelve months will also be deactivated. If the card holder subsequently requires the card to be activated they must contact the First Region (ROTC) Program Coordinator at (910) 396-7258/7309.

d. Cards issued to personnel who are no longer authorized to participate in the Government Travel Card Program will be deactivated/closed, cut in half and forwarded to First Region

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(ROTC), ATTN: ATOA-PAA. The individual remains responsible for any outstanding charges made on the card.

e. Personnel who are permanently departing this region on a PCS move will have their Government Travel Card deactivated. They must contact the Government Travel Card Coordinator at their new duty station to have their card reactivated. Card is NOT to be used for any PCS cost.

10. Delinquent Accounts.

a. First Region (ROTC) Program Coordinator will obtain a delinquent accounts report the fifteenth of each month. Copies of the report will be provided to the Region Commander and the appropriate Brigade Commander.

b. Delinquent account memorandums will be provided as indicated below:

(1) 30 day delinquent - Memorandum to appropriate staff officer/battalion commander and the cardholder.

(2) 60 day delinquent - Memorandum to the appropriate brigade commander, staff officer/battalion commander and the cardholder.

(3) 90 day or more delinquent - Memorandum to the Chief of Staff, First Region (ROTC), appropriate brigade commander, staff officer/battalion commander and the cardholder.

(4) 120 day or more delinquent - Memorandum to the Commander, First Region (ROTC), Chief of Staff, First Region (ROTC), appropriate brigade commander, staff officer/battalion commander and the cardholder.

GOVERNMENT TRAVEL CARD
STATEMENT OF UNDERSTANDING

APPLICANT'S NAME: _____

APPLICANT'S UNIT: _____

I certify that I have read the DoD Government Travel Card policy and procedures contained on the contractor's Government Card Application & Agreement. I certify that I have reviewed or been briefed on the contents of FRMOI 37-2, Government Travel Card Program.

I understand that the Government Travel Card Program is designed to improve the management and control of government travel and thereby promote the efficiency of the Federal Government. I also understand that I am authorized to use the card **only** for those necessary and reasonable expenses incurred by me for **official TDY travel**. I will abide by the instructions issued by the Department of Defense and First Region (ROTC).

The limitation on card usage also applies to automated teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed \$250.00 per billing cycle for a standard card or \$125.00 per billing cycle for restricted cards. I will, however, endeavor to charge expenses to the account wherever feasible rather than use cash withdrawals.

I understand that the issuance to the Government Travel Card to me is an extension of the employee-employer relationship and that I am being specifically directed to: (Applicant must initial all of the following provisions.)

- Abide by all rules and regulations with respect to the card. _____
- Use the card only for official TDY travel. _____
- Pay all charges upon receipt of the monthly billing statement. _____
- Notify my program coordinator of any problems with respect to my use of the card. _____
- Notify the contractor if my card is lost or stolen. _____
- Submit Travel Settlement Voucher within five days of completion of travel. _____

I also understand that failure on my part to abide by these rules or otherwise misuse the card may result in disciplinary action being taken against me. I also acknowledge the right of the Travel Card Contractor and/or my program coordinator to revoke or suspend my card privileges if I fail to abide by the terms of this agreement or the agreement I have signed with the Travel Card Contractor.

(Applicant's signature) (Supervisor's signature)

(Applicant's printed name) (Supervisor's printed name)

(Date of signature) (Date of signature)

GOVERNMENT TRAVEL CARD PROGRAM HANDOUT

A. To assist our travelers, a Government Travel Card, with ATM privileges, is available for personnel traveling on **official TDY travel**. This eliminates or reduces the number of travel advances paid by disbursing offices without imposing a financial burden on travelers. This policy applies to all official government TDY travel performed by DA personnel.

B. Cardholder Rules

1. Each cardholder must sign the DoD Government Travel Card Program Statement of Understanding before issuance of the card. The agreement states (in part) that the Government Travel Card with ATM privileges will be used solely for **official TDY travel** and that the traveler agrees to submit timely travel claims so that reimbursement is made in time to pay the monthly billing statement. That payment is due upon receipt of the card bill.
2. Cash withdrawals are limited to the amount of cash needed to cover incidentals and miscellaneous expenses that cannot be charged to the card and as authorized by official travel orders. ATM cash withdrawals may not exceed \$250.00 in a billing cycle for a standard card or \$125.00 in a billing cycle for restricted cards. The service charge for withdrawing from ATMs is reimbursable through the travel voucher system as long as the cardholder claims the fee on the voucher and the cash is not withdrawn more than 3 days prior to the start of travel or after the last day of travel. ATM cash advance must never exceed authorized travel advance. Receipts for these withdrawals are not required when filing your claim.
3. In the event the cardholder loses, forgets, or misplaces their assigned personnel identification number (PIN), the cardholder must call 1-800-227-4669 to receive a new PIN number.
4. Should a card be lost or stolen, the cardholder must call 1-800-472-1424 immediately.
5. All TDY travel-related expenses (e.g., hotels, meals, transportation, car rental, fuel) should be charged to the card. The miscellaneous official travel expenses for which the ATM program is designed are for parking fees, tolls, or public transportation and emergency incidentals.
6. To obtain ATM locations within CONUS the cardholder should call the number on the reverse of the card.
7. Personnel serving on long-term TDY must file a partial TDY travel voucher (DD Form 1351-2) every 30 days.
8. Cardholders who repeatedly are delinquent through their own nonpayment of a legitimate bill from the contractor will be canceled from the Card Program. Misuse of the card also may be grounds for disciplinary actions.
9. Each activity has a Travel Card Program Coordinator assigned to answer questions or provide explanations as required. First Region (ROTC) personnel requiring assistance should contact Administrative Services Branch, (910) 396-7258/7309, e-mail a-paa@rotc1.bragg.army.mil.

GOVERNMENT TRAVEL CARD DELINQUENT ACCOUNT - 30 DAYS

MEMORANDUM FOR _____

1. We have been informed by the GSA Government Travel Card contractor that you are 30 days delinquent in payment of your Government Travel Card account. The total amount due is \$ _____.
2. The primary purpose of this memorandum is to advise you of the alleged delinquency and to request your assistance in expediting payment. If the account has been settled disregard this memorandum.
3. Current directives require that your commander/staff officer be notified of accounts that are 30 days delinquent.
4. The Government Travel Card contract requires that all outstanding charges be paid by the date specified on the billing statement. Cardholders on temporary duty more than 45 days should submit travel vouchers for payment every 30 days and maintain their travel card account in a current status.
5. Noncompliance, or failure to adhere to the guidelines for the Government Travel Card, may result in disciplinary action in accordance with applicable statutory and regulatory provisions and with the Multi-Unit Master Agreement for bargaining unit employees.
6. The delinquent balance may be resolved by one of the following actions: (1) payment in full, (2) a reasonable explanation documented and submitted to the contractor through the First Region (ROTC) Program Coordinator, or (3) an agreed upon repayment schedule with the Travel Card Contractor. Billing questions may be directed to the Travel Card Contractor at the number printed on the billing statement for that purpose.
7. Again if you have settled this account, you should disregard this memorandum. If the account is still outstanding you should process payment in full immediately.

CF
Commander/Supervisor

NEIL COLEMAN
Program Manager

GOVERNMENT TRAVEL CARD DELINQUENT ACCOUNT - 60 DAYS

MEMORANDUM FOR _____

1. We have been informed by the GSA Government Travel Card contractor that
_____ is over 60 days delinquent in payment of their account. The total amount due is \$ _____.
2. The Government Travel Card contract requires that all outstanding charges be paid by the date specified on the billing statement. The Travel Card Contractor has suspended card privileges for this cardholder. The cardholder should be notified of this action and counseled concerning the use of the Government Travel Card. Cardholders on temporary duty more than 45 days are required to submit travel vouchers for payment every 30 days and maintain their travel card account in a current status. Split disbursement is highly encouraged.
3. Noncompliance, or failure to adhere to the guidelines for the Government Travel Card, may result in disciplinary action in accordance with applicable statutory and regulatory provisions and with the Multi-Unit Master Agreement for bargaining unit employees.
4. The delinquent balance may be resolved by one of the following actions: (1) payment in full, (2) a reasonable explanation documented and submitted to the contractor through the First Region (ROTC) Program Coordinator, or (3) an agreed upon repayment schedule with the Travel Card Contractor. Billing questions may be directed to the Travel Card Contractor at the number printed on the billing statement for that purpose.
5. Please provide a copy of this memorandum to the cardholder and have the cardholder sign to acknowledge receipt of this delinquent notification. Return the signed copy to First Region (ROTC), ATTN: ATOA-PAA, with your written response, outlining the actions taken within 5 business days of receipt.

CF
Brigade Commander
Commander/Supervisor

NEIL COLEMAN
Program Manager

Cardholder acknowledgement of receipt

SIGNATURE

DATE

GOVERNMENT TRAVEL CARD DELINQUENT ACCOUNT - 90 DAYS

MEMORANDUM FOR _____

1. The 90-day delinquent notification list from the Government Travel Card Contractor has been received and _____ is now 90 days delinquent in the payment of their account. Total amount due is \$ _____. Delinquent account notifications of 30 and 60 days have been provided to the cardholder. Additionally, 90 day delinquent cardholders are subject to a \$29.00 late fee per billing cycle for each and every billing cycle following 90-day period until the debt is resolved.
2. The Government Travel Card contract requires all outstanding charges to be paid by the date specified on the billing statement. If no action is taken toward this debt, the account will be canceled. Meanwhile, travel card privileges have been suspended. These privileges may be restored upon complete liquidation of this debt. The cardholder must be notified and counseled. Cardholders on temporary duty more than 45 days are required to submit travel vouchers for payment every 30 days and maintain their travel card account in a current status. Split disbursement is highly encouraged.
3. Noncompliance, or failure to adhere to the guidelines for the Government Travel Card, may result in disciplinary action in accordance with applicable statutory and regulatory provisions and with the Multi-Unit Master Agreement for bargaining unit employees.
4. The delinquent balance may be resolved by one of the following actions: (1) payment in full, (2) a reasonable explanation documented and submitted to the contractor through the First Region (ROTC) Program Coordinator, or (3) an agreed upon repayment schedule with the Travel Card Contractor. Billing questions may be directed to the Travel Card Contractor at the number printed on the billing statement for that purpose.
5. Please have the cardholder sign to acknowledge receipt of this delinquent notification and return it to First Region (ROTC), ATTN: ATOA-PAA, with your written response, outlining the actions taken within 7 business days of receipt.

CF
Chief of Staff, First Region (ROTC)
Brigade Commander
Commander/Supervisor

NEIL COLEMAN
Program Manager

Cardholder acknowledgement of receipt

SIGNATURE

DATE

GOVERNMENT TRAVEL CARD DELINQUENT ACCOUNT - 120 DAYS

MEMORANDUM FOR Commander, First Region (ROTC)

1. The 30, 60 and 90-day delinquent notification memorandum advised the cardholder, their unit and brigade commander of the past due Government Travel Card account for _____. It has now been brought to my attention that this cardholder has a delinquent balance of \$ _____ which is over 120 days past due. Therefore, the account has been canceled. The Travel Card Contractor will now begin official collection action. Collection action may include credit bureau notification of the failure to pay and garnishment of the cardholder's pay.
2. Once the account has been canceled due to delinquency, the travel card will not be reinstated, unless there were mitigating and extreme circumstances. Request for reinstatement must be submitted through command channels to First Region (ROTC) Chief of Staff. The travel card contractor has the right to deny reinstatement. Cardholders who do not properly liquidate their Government Travel Card debts, or use the card for personal purposes, also may be subject to disciplinary action in accordance with applicable statutory and regulatory provisions and the Multi-Unit Master Agreement for bargaining unit employees.
3. A copy of this memorandum has been provided to the cardholder, their brigade commander/staff officer and their unit commander for action.
4. Unit commander must have the cardholder sign to acknowledge receipt of this delinquent notification and return it to First Region (ROTC) ATTN: ATOA-PAA, with their written response, outlining the actions taken within 7 business days of receipt
5. Please contact the undersigned at (910) 396-7258/7309 should further questions arise.

CF
Chief of Staff, First Region (ROTC)
Brigade Commander
Commander/Supervisor

NEIL COLEMAN
Program Manager

Cardholder acknowledgement of receipt

SIGNATURE

DATE

GOVERNMENT TRAVEL CARD BRIEFING

1. The Government Travel Card Briefing will be presented to all DoD personnel during initial in-processing and annually in May prior to departure of cadre to summer camps.
2. Briefing slides with narrative follows.
3. A Power Point version of this briefing is available on the First Region (ROTC) Web site at:

www.rotc1.bragg.army.mil/PUBS&FORMS/FRMOI.htm



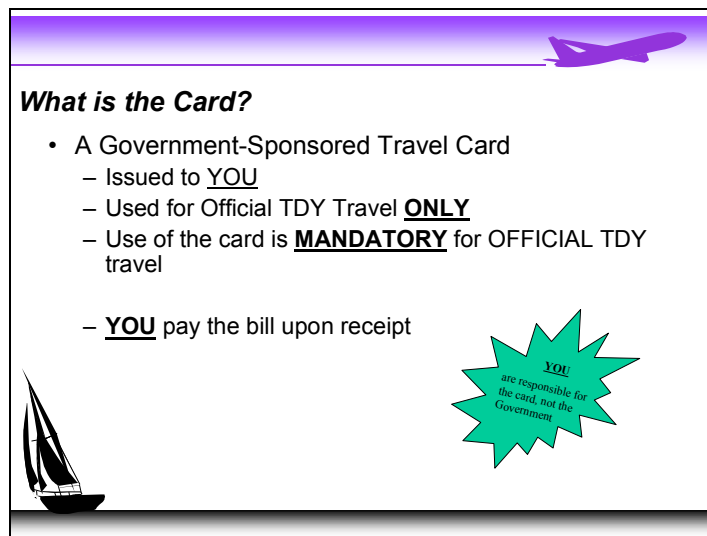
This briefing provides information and guidance pertaining to the Government Travel Card Program.

This presentation is critical to anyone who performs **OFFICIAL TDY** travel while assigned to this region. The Government Travel Card is a key part of the Government travel program and you need to understand the policy pertaining to the card.

The objective of this briefing is to make sure you understand the program and know how and when to use the travel card.

Current directives require that the briefing be presented to ALL newly assigned personnel during initial in-processing and annually in May prior to departure of cadre to summer camp.

Your Government Travel Card Program coordinators may be contacted at (910) 396-7258/7309 or e-mail at a-paa@rotc1.bragg.army.mil.



Let's start with what the travel card is.

It is a Government-sponsored, contractor-issued card that must be used by permanently assigned military and DA civilian personnel to pay for travel expenses that support their **OFFICIAL TDY travel**, unless exempted.

Though it is government-sponsored, it is issued to **YOU**, the traveler.

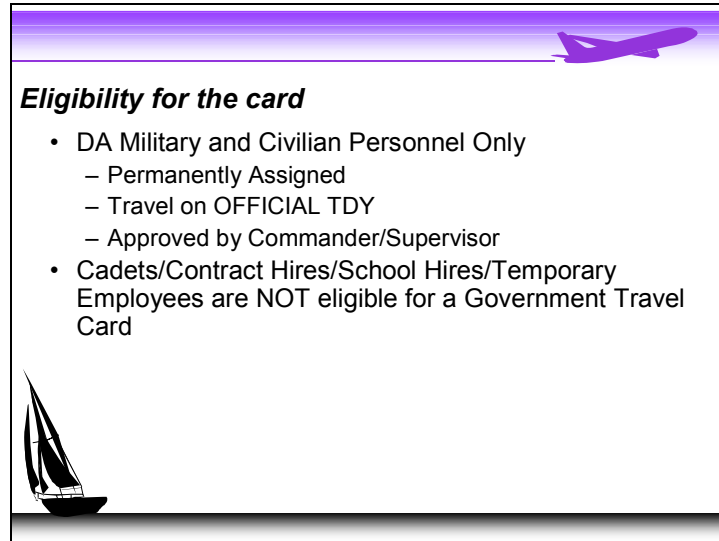
That means that you are personally responsible for all charges to the card and **YOU** are responsible for paying the bill upon receipt.

The Government is not responsible for your charges.

The card is to be used for OFFICIAL TDY travel expenses **ONLY**.

Let me emphasize it is not a credit card that you can use for personal reasons, such as gifts or cash on the weekend.

DA has **DIRECTED** that the travel card will be used for all expenses related to OFFICIAL TDY travel.



DoD 7000.14-R, Volume 9 - DoD Financial Management Regulation - Travel Policy and Privileges provides the instructions which regulate travel in DoD. Chapter 3 includes the instructions for the Government Travel Card Program.

FRMOI 37-2 provides First Region (ROTC) policy on the program.

Who is eligible?

Permanently assigned military and DA civilian employees who are expected to perform three or more OFFICIAL TDY travel trips should obtain a Government Travel Card.

Cardholders receive their travel advance through ATMs.

Who is NOT eligible?

ROTC cadets, school hired employees, contractor hired personnel and DAIs/SAIs are **NOT** eligible for issuance of Government Travel Cards.

Non-cardholders include those individuals who have been denied the card or who have had their travel card suspended or revoked. They receive their travel advances through Electronic Fund Transfer upon submission of a request for travel advance.



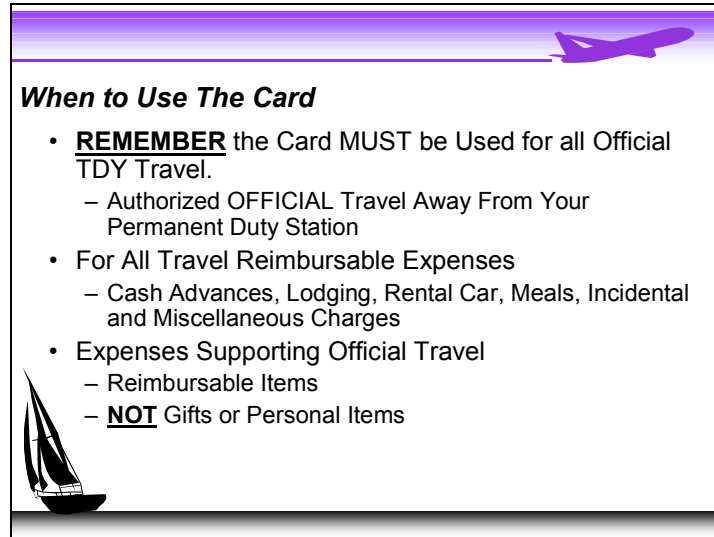
As indicated earlier, most of the permanently assigned military and DA civilian employees should obtain a Government Travel Card to be used for OFFICIAL TDY travel. Your administrative support office has the applications forms. The forms are also available on the First Region (ROTC) Web site at:

www.rotc1.bragg.army.mil

There are two forms to complete, the contractor provided application and FR Form 150, “Statement of Understanding”, in which the applicant agrees to abide by the terms of the cardholder agreement and understands that the card will be used for OFFICIAL TDY travel only.

Return the completed forms to First Region (ROTC), ATTN: ATOA-PAA. The card application will be forwarded to the contractor and the Statement of Understanding retained by Administrative Services Branch. The card application cannot be forwarded to the contractor until the Statement of Understanding is received.

Card should be received in about three weeks after forwarding to the contractor.



Official TDY travel is when you are authorized, normally in writing, by your commander or supervisor to travel away from your permanent duty station.

Use the card for **REIMBURSABLE** expenses that support your mission.

Obtain your travel advance from Automated Teller Machines (ATMs) for those reimbursable expenses that cannot be charged to the card such as:

Meals at fast food restaurants
Tolls for bridges and tunnels
Parking fees

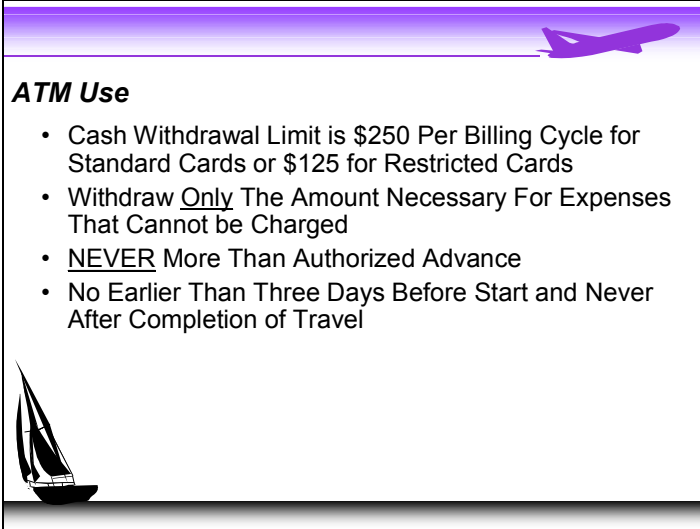
Pay your lodging bill with the Government Travel Card.

Pay for authorized rental cars with the card.

DO NOT use the Government Travel Card for personal items that are not reimbursable.

You cannot charge the gift you bring home to the family; these do not support your mission and are not reimbursable.

DO NOT obtain travel advances beyond those required to support your mission.

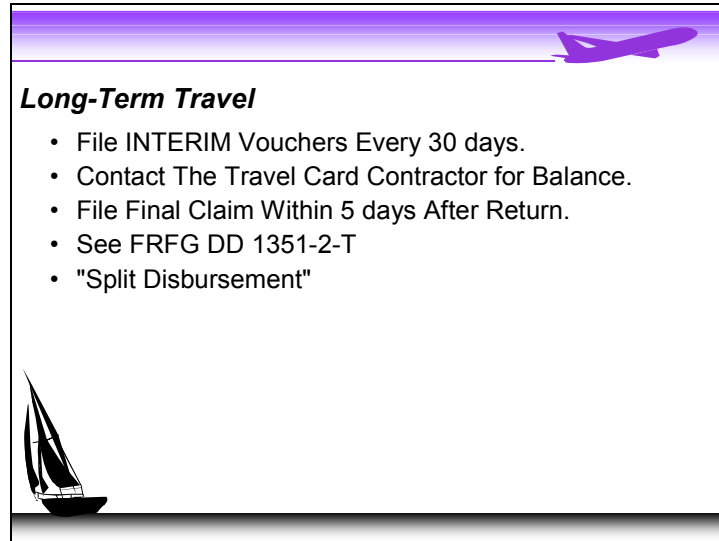


ATM Use

- Cash Withdrawal Limit is \$250 Per Billing Cycle for Standard Cards or \$125 for Restricted Cards
- Withdraw Only The Amount Necessary For Expenses That Cannot be Charged
- NEVER More Than Authorized Advance
- No Earlier Than Three Days Before Start and Never After Completion of Travel

The standard monthly ATM limit is \$250 per month for standard cards or \$125 per month for restricted cards.

As indicated earlier, keep your cash withdrawals to the minimum. Cash withdrawals cannot be made prior to three days of departure and never after completion of OFFICAL TDY travel.



Long-term TDY can create problems without proper planning. Travelers should file interim vouchers every 30 days while on long-term TDY.

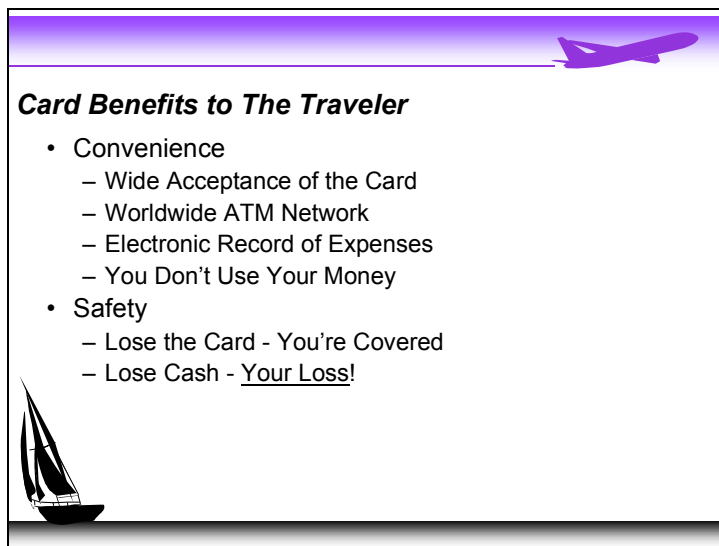
The travel card contractor requires payment upon receipt of bill. It is the traveler's responsibility to ensure prompt payment.

FRFG DD 1351-2-T provides guidance on preparation and processing of travel vouchers.

Use "SPLIT DISBURSEMENT" to pay your travel card account.

Contact the travel card provider to determine your balance, use the number on the back of the card.

At the completion of your travel, file a FINAL voucher within five days.

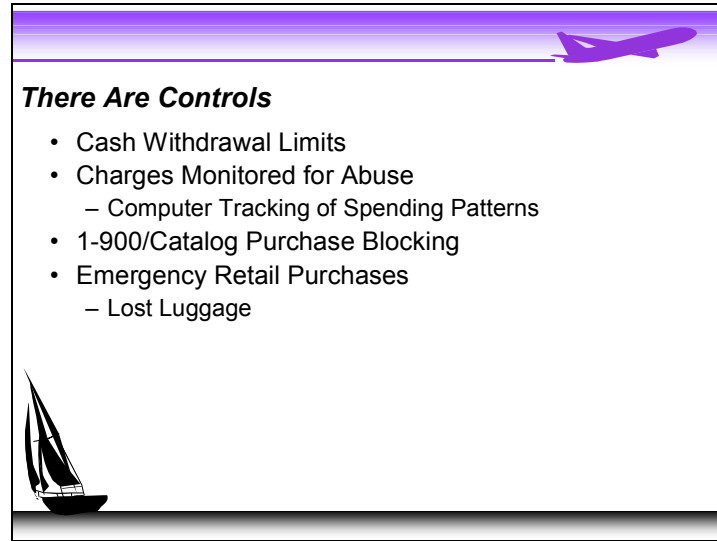


Using the Government Travel Card eliminates the need to carry large amounts of cash when traveling on OFFICIAL Government business.

Approximately 97% of all travel expenses can be charged to the card. If the card is lost it can be replaced within 24 hours in the US and 48 hours overseas. (Be sure to contact the travel card provider as soon as you determine that the card is lost or stolen.)

Obtain your required cash advances from an ATM. To find the locations of ATMs accepting the Government Travel Card call the number on the reverse of the card.

The card makes your trip safer, you don't have to carry large amounts of cash and you don't have to use your money. Keep the travel expenses for OFFICIAL TDY travel on the Government Travel Card.



We've discussed the flexibility we want to give you, the traveler, but you need to know that there are controls that are used to reduce card abuse.

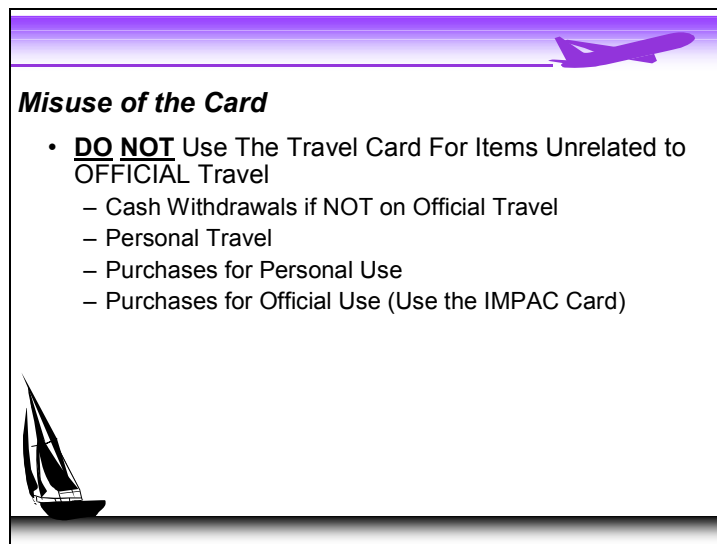
You already know the the cash advance limit for a standard card is \$250 per month for the standard card and \$125 per month for the restricted card and that we want you to keep ATM use to the minimum authorized and necessary.

You should know the the card company uses computer programming to track unusual usage of the card, particularly ATM cash withdrawals and purchases at retail stores.

The cards are blocked from 1-900 number charges and catalog sales.

Emergency retail purchases for such things as lost luggage while traveling on OFFICIAL TDY business are authorized but must be documented. These retail purchases are the exception only.

DO NOT use the card for personal items that are not reimbursable.



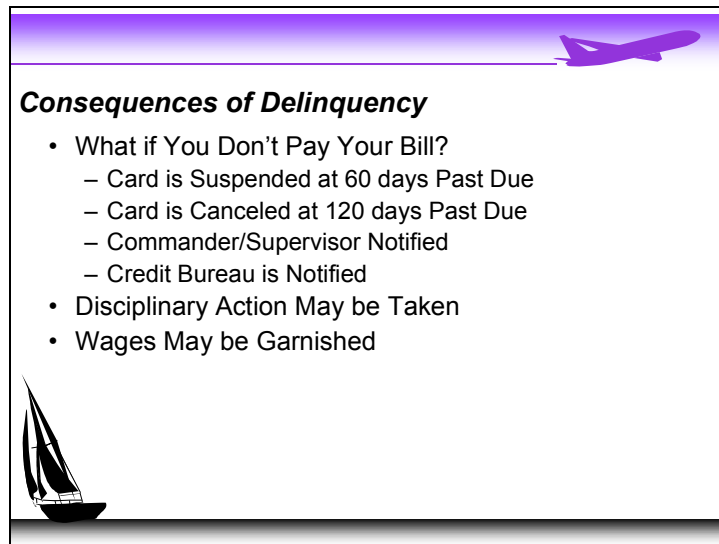
The Government Travel Card is to charge reimbursable expenses related to OFFICIAL TDY travel only. Any other use of the card is considered MISUSE. A simple rule-of-thumb is, **if the expense is NOT travel related and reimbursable, it should not be charged to the card.**

Remember, the First Region (ROTC) Program Coordinator sees all charges on the card. Using the card improperly will be detected. Do not use the card for personal reasons. Do not use the card to purchase supplies or services for office use -- these should be charged to the Government IMPAC card.

Don't abuse the ATM withdrawal feature.

Pay your bill immediately upon receipt.

If misuse is suspected, your commander or supervisor will be notified. The next slide discusses the consequences of misusing your travel card.



The best way to avoid becoming delinquent on your Government Travel Card account is to file travel vouchers in a timely manner at the end of your travel and at 30 day intervals when on long-term TDY.

If you do not receive your monthly statement, call the card provider at the number on the back of the card.

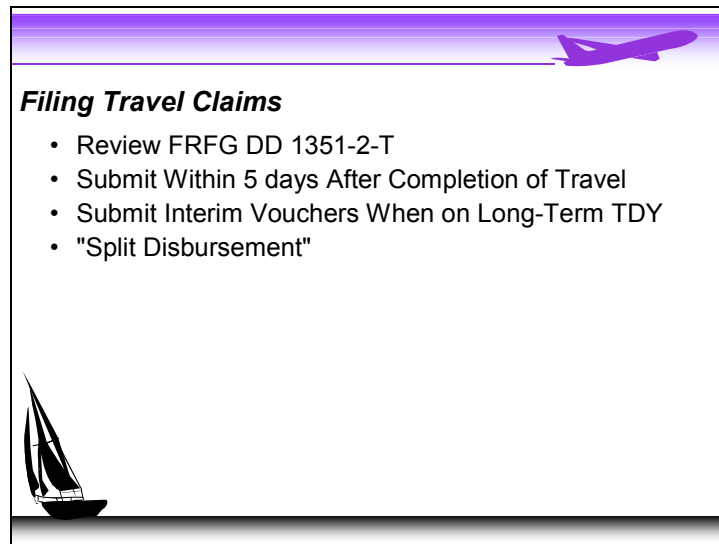
The card is suspended when the account is 61 days delinquent.

The card is canceled when the account is 120 days delinquent.

Credit bureaus are notified when cards are canceled, which could affect your ability to obtain future credit.

Commanders and supervisors are advised of travel card delinquencies and they may take disciplinary action.

Your wages may be garnished.



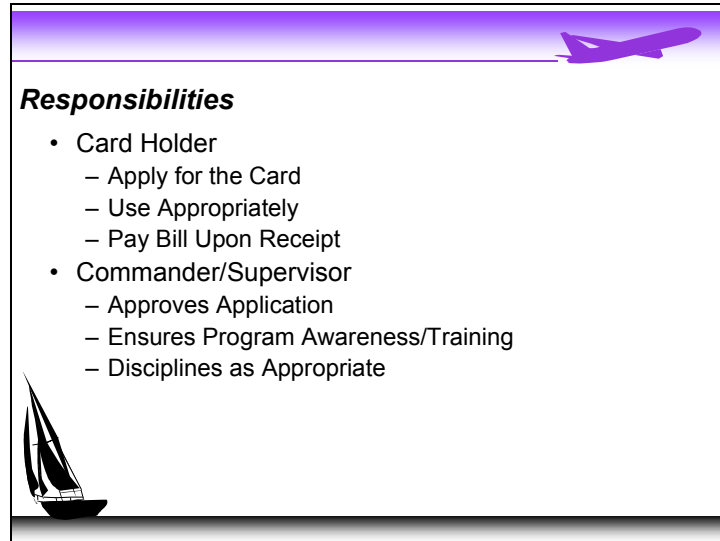
The most important thing to remember about travel claims is to file them promptly upon your return. Guidance of filing travel claims is available in FRFG DD 1351-2-T. Be sure to include copies of your travel orders and required receipts.

ATM fees are reimbursable expenses, include them on your travel voucher.

You should submit your claim within 5 days of return and every 30 days while on long-term TDY.

Use "SPLIT DISBURSEMENT" feature to provide direct payment to the travel card contractor.

Reimbursement claims are normally processed within 10 days of receipt by DFAS-Rome.



Everyone must know their responsibilities.

Travelers must submit their completed applications forms to First Region (ROTC), Administrative Services Branch.

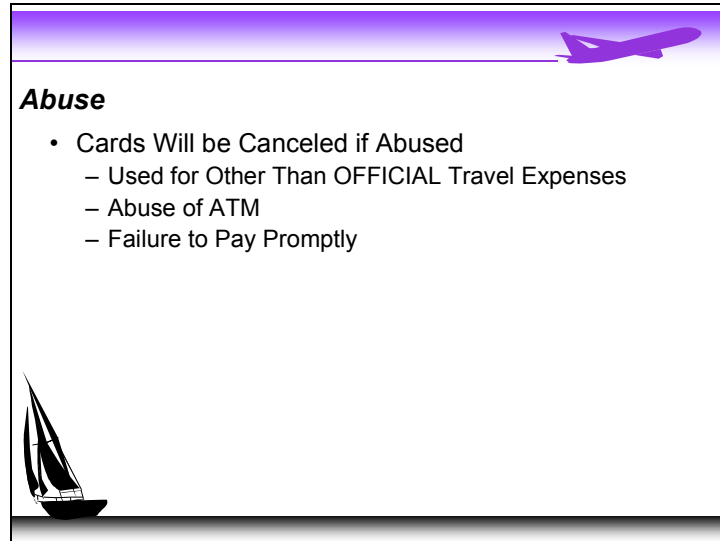
Cardholders must understand that the card **MUST** be used for OFFICIAL TDY travel, and cannot be used for personal expenses.

Cardholders must pay the card bill immediately upon receipt.

Commanders and supervisors must ensure that their personnel are aware of the program and that they have received required training on the use of the Government Travel Card.

They must administer the appropriate discipline to those who abuse their card privileges.

Commanders and supervisors may deny a travel card to personnel who are unlikely or unable to meet their financial obligations under the travel card program.



Government Travel Cards are to be used for **OFFICIAL TDY** travel expenses.

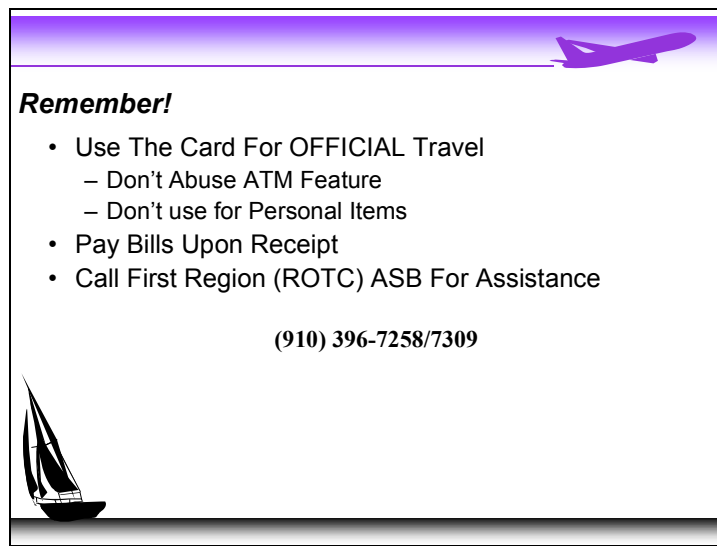
Unauthorized purchases, ATM withdrawals, failure to pay the card bill promptly are all card abuses.

Charges on the card which do not track with travel orders and vouchers will be apparent.

First Region (ROTC) Program Coordinators are required to monitor monthly card use. They **are required** to notify commanders and supervisors if misuse is suspected or the cardholder is delinquent on their account.

Card abuse will result in the card being cancelled!!!

Remember, card bills are due upon receipt.



Let me wrap this up by emphasizing a few key points.

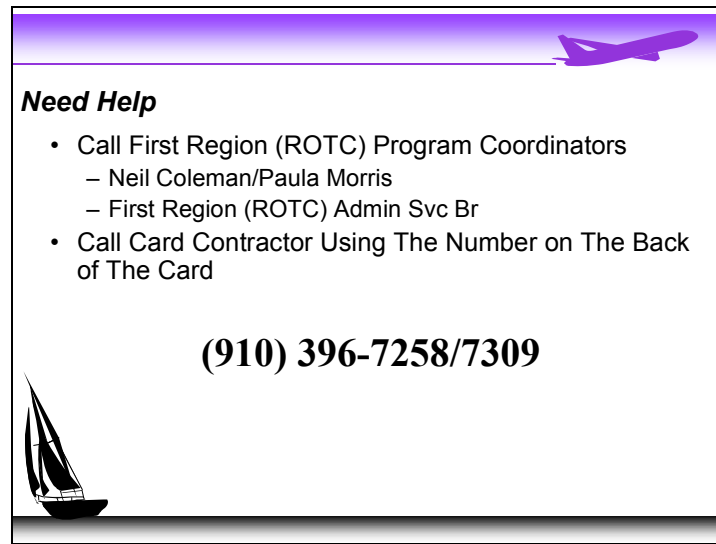
Use the card for **OFFICIAL** TDY travel expenses.

Don't abuse the ATM feature.

Pay bill upon receipt.

And remember, if you have a problem contact the card provider and First Region (ROTC) Administrative Services Branch.

(910) 396-7258/7309



First Region (ROTC) Program Coordinators are Mr. Neil Coleman or Mrs. Paula Morris.

They are your problem solvers, **ask** if you have questions.

You can also call the card provider at the number on the back of the card.

As I stated in the beginning, the objective was to make sure you know how and when to use the Government Travel Card. If you need additional assistance call Neil or Paula.